

**Comstock Community Center
6330 King Highway
Kalamazoo, MI 49048**

Education Aide (Floater)

SUMMARY:

Assist in providing direct care, leadership, supervision and instruction to the children registered in the programs of the CLC, while offering them quality care and education, recreation and safety. Also assist in coverage of breaks for employees and other duties as assigned.

Infant/Toddler and Preschool Program:

- Assist in directing and supervising the daily activities of all children enrolled in program.
- Assist in the general operations of program as directed by the Assistant Director.
- Assist in the planning, implementing and participation of developmentally appropriate activities and lessons within state and NAEYC accreditation standards.
- Participate in all activities with children and other staff.
- Frequent and effective verbal and written communication with parents
- Keep Assistant Director apprised of communication with parents
- Assist in the documentation and maintenance of up-to-date records of attendance, accidents, and incidents related to the operation of the program.
- Insures safety and growth of all children
- Assist in planning, implementing and participating in age appropriate activities, special events, and field trips.
- Assist in developing developmentally appropriate lesson plans
- Attend and participate in all staff meetings and trainings.
- Assist in maintenance and use of program supplies, including snacks, materials, and equipment and keep Assistant Director apprised of needs for the program site
- As required by Michigan Law, report any suspected incidence of child abuse or neglect to CPS and the Director.
- Present a positive representation of Center and programs

Teen Center Program:

- Assist program staff in creating an atmosphere of mutual respect and caring which promotes cooperation and the health, independence and dignity of participants

Receptionist Back-up:

- Operate telephone to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments.
- Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- Transmit information or documents to customers, using computer, mail, or facsimile machine.
- Direct complaints from customers or the public to the appropriate supervisor.
- File and maintain records.
- Provide information about establishment, such as location of departments or offices, employees within the organization, or services provided.
- Receive payment and record receipts for services.

The individual selected will work a variable schedule Monday through Friday.

If you are interested in this position, please submit your cover and resume to Human Resources via email at hr@comstockcc.com or fax to 269-492-0909.